

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:  
**RECEIVED**  
**SECRETARY OF THE SENATE**  
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**2018 JUN 12 PM 1:59**

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for A Secure America

Travel date(s): May 12-13

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$41.25	\$90	\$77	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itneray. Meetings addressed a broad cross-section of national security issues, including elections and cybersecurity.

6/11/18 Michelle D. Woods Michelle D. Woods  
(Date) (Printed name of traveler) (Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/12/18 Ran Johnson  
(Date) (Signature of Supervising Senator/Officer)

## Woods, Michelle (HSGAC)

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**From:** PSA Congressional Program <cpp@psaonline.org>  
**Sent:** Tuesday, May 22, 2018 3:27 PM  
**Subject:** Post-Trip Ethics Info  
**Attachments:** Retreat Itinerary.docx

Hello all,

I want to apologize for the delay in getting this information to you all. Airlie took a bit longer than expected to get us that final bill, so we couldn't calculate some of these numbers.

### **Below are instructions for Post-Trip Ethics**

Each traveler must submit an Employee Post-Travel Disclosure form **within 30 days** of their return from travel.

Please fill out this Employee Post-Travel Disclosure Form and submit it along with all forms you submitted for pre-travel approval (including your ethics approval letter). I've attached the finalized itinerary for your submission.

Actual expenses for this trip -- Transportation = \$41.25, Lodging = \$90, Meals = \$77 over 2 days, Other = \$170.37 for conference services over 2 days.

Note that these forms are to be submitted to the Office of Public Records in 232 Hart.

Thank you so much for your participation in the retreat. We hope you had an enjoyable time! If you have any questions about these forms, please don't hesitate to reach out.

All the best,  
Jessica

### **Partnership for a Secure America**

1629 K Street NW, Suite 450  
Washington, DC 20006  
(202) 293-8580



*PSA is a nonprofit founded by former U.S. Representative Lee Hamilton (D-IN) and the late former U.S. Senator Warren Rudman (R-NH) to advance bipartisanship on today's critical national security and foreign policy challenges. Leveraging the leadership of its distinguished Advisory Board, PSA has unique credibility and access to forge common ground and fashion thoughtful, fact-based policy that promotes America's national interests. More information on PSA can be found at [www.psaonline.org](http://www.psaonline.org).*





PARTNERSHIP FOR  
A SECURE AMERICA

## Congressional Partnership Program Retreat Spring 2018

### Saturday, May 12<sup>th</sup>

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room <b>Guest Speakers:</b> Ambassador Robert Gallucci, Former Ambassador-at-Large and Special Envoy for the U.S. Department of State <b>Topic:</b> Negotiating with North Korea
7:00 – 7:30 pm	Federal Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	Federal Room Keynote Dinner <b>Guest Speaker:</b> Ambassador Ryan Crocker <b>Topic:</b> Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	Federal Room After-Dinner Reception Informal conversations with guest speakers



PARTNERSHIP FOR  
A SECURE AMERICA

## Congressional Partnership Program Retreat Spring 2018

### Sunday, May 13<sup>th</sup>

8:00 – 9:00 am	Airlie House – Dining Room Breakfast
9:00 – 12:00 pm	*Group A* Airlie House – Meadow Room National Security Council Simulation <b>National Security Advisor:</b> Mr. Robert Sheldon, Director for Policy – Emerging Threats at the Business Executives for National Security
9:00 – 10:30 am	*Group B* Airlie – Jefferson Room <b>Guest Speaker:</b> Ms. Bonnie Glaser, Senior Advisor for Asia, CSIS <b>Topic:</b> Future of US-China Policy
10:30 – 12:00 pm	*Group B* Airlie – Jefferson Room <b>Guest Speaker:</b> Ms. Melinda Haring, Editor of the UkraineAlert Blog, Atlantic Council and Fellow, Foreign Policy Research Institute & Mr. Thomas Carothers, Senior Vice President for Studies at the Carnegie Endowment for International Peace <b>Topic:</b> Does Democracy Matter?
12:00 – 1:00 pm	Airlie House – Dining Room Lunch and informal conversations with guests speakers
1:00 – 2:00 pm	Informal conversations with guest speakers
2:00 – 5:00 pm	*Group B*



## Airlie House – Meadow Room

**National Security Advisor: Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security**

**\*Group A\***

**Guest Speaker:** Ms. Bonnie Glaser, Senior Advisor for Asia, CSIS

## Topic: Future of US-China Policy

**\*Group A\***

**Guest Speaker:** Ms. Melinda Haring, Editor of the UkraineAlert Blog, Atlantic Council and Fellow, Foreign Policy Research Institute & Mr. Thomas Carothers, Senior Vice President for Studies at the Carnegie Endowment for International Peace

**Topic:** Does Democracy Matter?

## Airlie House – Meadow Room

## Wrap-up and Departure from Airlie





## Woods, Michelle (HSGAC)

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**From:** PSA Congressional Program <cpp@psaonline.org>  
**Sent:** Monday, March 19, 2018 1:21 PM  
**To:** Woods, Michelle (HSGAC)  
**Subject:** Invitation for PSA's Spring 2018 Congressional Partnership Program

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Michelle,

It is our pleasure to inform you that you have been accepted to join the Spring 2018 schedule of Partnership for a Secure America's Congressional Partnership Program (CPP). The session will begin on **Monday, April 9, 2018** with an orientation at a Capitol Hill location TBD from 7:00-8:30.

***Please review the following event schedule and let us know if you have any conflicts.*** In order to fully benefit from the program, it is important that you participate in the majority of the activities - especially the weekend retreat at Airlie Conference Center May 12-13.

Note that you have to submit ethics forms to attend the retreat. Please confirm with your office to ensure this is acceptable under your travel policy. If not, please let me know.

APRIL 9 - Begin Program with Orientation

*APRIL 12 COB - Ethics forms DUE for retreat*

APRIL 23 - Strategic Communication/Negotiation Evening Session (only required to attend one)

APRIL 24 - Strategic Communication/Negotiation Evening Session (only required to attend one)

MAY 12 - 13 - Weekend Retreat at Airlie Conference Center in Warrenton, VA

MAY 21 - DC Dinner 1

JUNE 4 - DC Dinner 2

JUNE 18 - Final DC Dinner

**Please reply back to this email to confirm your participation.** If you have any questions, email us at [cpp@psaonline.org](mailto:cpp@psaonline.org) or call 202-293-8580.

Congratulations! We look forward to your participation in PSA's Congressional Partnership.

Very best,  
Jessica Harrington

## **Partnership for a Secure America**

1629 K Street NW, Suite 450

Washington, DC 20006

(202) 293-8580



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PSA  
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DC  
20006  
(202)  
293-8580

**Woods, Michelle (HSGAC)**

**From:** PSA Congressional Program <cpp@psaonline.org>  
**Sent:** Monday, March 26, 2018 12:35 PM  
**To:** Woods, Michelle (HSGAC)  
**Subject:** Spring 2018 CPP - SENATE ETHICS DOCS  
**Attachments:** Senate Ethics Instruction Sheet.docx; Private Trip Sponsor Form.pdf; Retreat Itinerary.docx; List of Participating Senate Staff.docx; Employee Pre-Travel Authorization Form.pdf; Employee Privately-Sponsored Travel Checklist.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Michelle,

Thank you for participating in the Spring 2018 session of the Congressional Partnership Program. We look forward to working with you in the coming months.

As you are aware, every session the Congressional Partnership Program involves a weekend retreat. This session will be held on the weekend of May 12-13, 2018 at the Airlie Conference Center in Warrenton, Virginia. I would like to take this opportunity to offer you a formal invitation to attend the retreat. Please be certain to submit this email and the attached documents to the Senate Ethics Committee by **COB April 12<sup>th</sup>** in order to participate.

If you have any additional questions or concerns, please do not hesitate to call me.

Best regards,

Nathan Sermonis  
Executive Director  
Partnership for a Secure America  
1629 K Street NW, Suite 450  
Washington, DC 20006  
202-293-8580  
[cpp@psaonline.org](mailto:cpp@psaonline.org)

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100-443887-100

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Michelle D. Woods

Employing Office/Committee: Senate Committee on Homeland Security and Governmental Affairs

Private Sponsor(s) (list all): Partnership for A Secure America

Travel date(s): May 12-13

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Airlie Conference Center, Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip is enhance ability to build consensus amongst colleagues with diverse perspectives on how to best to address pressing national security and foreign policy issues.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/9/18  
(Date)

Michelle D. Woods  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Ron Johnson hereby authorize Michelle Woods  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/10/2018  
(Date)

Ron Johnson  
(Signature of Supervising Senator/Officer)

*Amended  
on 5/3/18*



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Partnership for a Secure America
2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3. Dates of travel: May 12-13, 2018
4. Place of travel: Airlie Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See Attached List
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☐ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☐ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for planning and conducting this trip.

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring

together staff from both parties to build cross-party relationships and discuss diverse perspectives on

pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the eighteenth such trip of this nature.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$35 (Coach Bus)	\$90 (For One Night)	\$77 (For 2 days)	\$191 conference services (over 2 days). This includes cost of breakout room, A/V equipment, and incidental snacks/refreshme nts.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187.

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip. The lodging and conference location is all the same.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below the per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org





PARTNERSHIP FOR  
A SECURE AMERICA

**Congressional Partnership Program**  
**Spring 2018**  
**Senate**

*All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.*

**Asher Allman**

Sen. Roy Blunt  
(R-MO)

**Edward Linczer**

Sen. Tom Cotton  
(R-AR)

**Brian Canfield**

Sen. Jeff Flake  
(R-AZ)

**Sam Mulopulos**

Sen. Rob Portman  
(R-OH)

**Courtney Cardin**

Senate Committee on Homeland  
Security and Governmental Affairs

**Linden Olberg**

Sen. Deb Fischer  
(R-NE)

**Courtney Davis**

Sen. Michael Bennet  
(D-CO)

**Jake Proctor**

Sen. Joni Ernst  
(R-IA)

**Anna Diederich**

Sen. Heidi Heitkamp  
(D-ND)

**Louie Reckford**

Sen. Jeff Merkley  
(D-OR)

**Felipe Galvis-Delgado**

Sen. Martin Heinrich  
(D-NM)

**Daniel Stapelkamp**

Sen. Robert Menendez  
(D-NJ)

**Andrew Kalaris**

Sen. Tim Kaine  
(D-VA)

**Michelle Woods**

Senate Committee on Homeland  
Security and Governmental Affairs

PHOTOGRAPH BY JEFFREY M. HARRIS



**Saturday, May 12<sup>th</sup>**

**SECRET**



INSTITUTE FOR  
SECURE AMERICA

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## Congressional Partnership Program Retreat Spring 2018

### Sunday, May 13<sup>th</sup>

8:00 – 9:00 am

Airlie House – Dining Room  
Breakfast

9:00 – 12:00 pm

\*Group A\*  
Airlie House – Meadow Room  
National Security Council Simulation  
**National Security Advisor:** Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security  
(INVITED)

9:00 – 10:30 am

\*Group B\*  
Airlie House – Studio  
**Guest Speaker:** Ms. Bonnie Glaser, Senior  
Advisor for Asia, CSIS  
**Topic:** The Future of US-China Policy

10:30 – 12:00 pm

\*Group B\*  
Airlie House – Studio  
**Guest Speaker:** Melinda Haring, Editor of the  
UkraineAlert Blog at the Atlantic Council &  
Thomas Carothers, Senior Vice President for  
Studies at the Carnegie Endowment for  
International Peace  
**Topic:** Does Democracy Matter?

12:00 -- 1:00 pm

Airlie House – Dining Room  
Lunch

1:00 – 2:00 pm

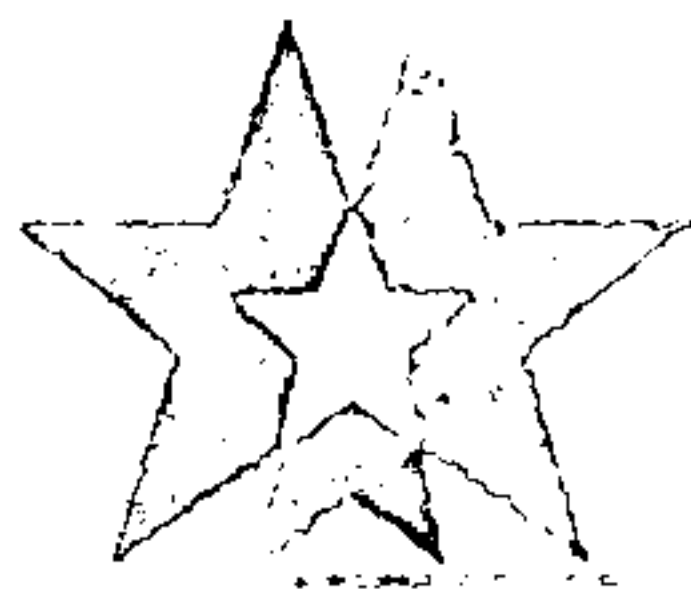
Informal conversations with guest speakers

2:00 – 5:00 pm

\*Group B\*  
Airlie House – Meadow Room  
National Security Council Simulation

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Partnership for  
A SECURE AMERICA

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## Congressional Partnership Program Retreat Spring 2018

**National Security Advisor:** Mr. Robert Sheldon,  
Director for Policy – Emerging Threats at the  
Business Executives for National Security  
(INVITED)

2:00 – 3:30 pm

**\*Group A\***

Airlie House – Studio

**Guest Speaker:** Ms. Bonnie Glaser, Senior  
Advisor for Asia, CSIS

**Topic:** The Future of US-China Policy

3:30 – 5:00 pm

**\*Group A\***

Airlie House – Studio

**Guest Speaker:** Melinda Haring, Editor of the  
UkraineAlert Blog at the Atlantic Council &  
Thomas Carothers, Senior Vice President for  
Studies at the Carnegie Endowment for  
International Peace

**Topic:** Does Democracy Matter?

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

201803271500



PARTNERSHIP FOR  
A SECURE AMERICA

**Ethics Instruction Sheet – Senate  
Congressional Partnership Program  
Spring 2018**

In May, PSA will hold the Spring 2018 CPP retreat in Warrenton, Virginia. **CPP participants must fill out these forms and turn them in to the Senate Ethics Committee by COB Thursday, April 12<sup>th</sup>.** Please note that you **WILL NOT** be able to participate in the retreat if you do not meet this deadline. Provided below are detailed instructions and information on required documents for the Senate Ethics Committee.

**Documents:**

- A. Private Trip Sponsor Form
- B. Retreat Itinerary
- C. List of participating Senate staff
- D. Letter of invitation from Partnership for a Secure America
- E. The Employee Pre-Travel Authorization Form **(to be filled out by participant and signed by Senator or supervising officer)**

All of the documents listed above must be submitted as a package to the Senate Ethics Committee. Documents A – D above have been completed by the Partnership for a Secure. By COB **April 12<sup>th</sup>**, please compile all documents and:

1. **FAX** or **DELIVER** one copy to the Senate Ethics Committee (220 Hart). Fax (202) 224-7416
2. **SCAN** and **EMAIL** one copy to the Partnership for a Secure America at [cpp@psaonline.org](mailto:cpp@psaonline.org)
3. **KEEP** one copy for personal records and post-travel documentation. Please keep in mind that you will have to resubmit these documents to Ethics after the retreat.

If you have any questions, please do not hesitate to contact Jessica Harrington at [harrington@psaonline.org](mailto:harrington@psaonline.org) or 202-293-8580.